



OFFICE OF Education Technology
DIVISION OF School Data Services

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TRAINING – DOCUMENT

Proper Setup of KTS Infinite
Campus Access to Ensure
Home District Instructional
Management System (IMS)
& Educator Development
(ED) Tools Access

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KTS Infinite Campus (IC) Setup for IC Access Only

1. For Staff to have access to the KTS district Infinite Campus (IC) they must first be added to IC as a Person. (If you have already added them as a Person, skip to step 4.)

Click path: Index > Census > Add Person

The screenshot shows the Infinite Campus District Edition interface. The top navigation bar includes 'Index', 'Search', and 'Person Search'. The left sidebar menu has 'System Administrator', 'Student Information', 'Census', 'My Data', 'Staff Request Processor', 'People', 'Households', 'Addresses', 'Portal Request Processor', and 'Add Person'. Red arrows point to 'Index', 'Census', and 'Add Person'. The 'Person Search' panel on the right contains fields for 'Last Name', 'First Name', 'Middle Name', 'Birth Date', and 'Gender', along with a 'Search' button.

2. Search to make sure this person isn't already in the system. (If the individual is already in the system, skip to step 4.)

Click path: Last Name > First Name > Search > Create New Person

The screenshot shows the 'Person Search' panel. It contains a search form with fields for 'Last Name' (Robinson), 'First Name' (Lyndsey), 'Middle Name', 'Birth Date', and 'Gender'. Red arrows point to the 'Last Name' and 'First Name' fields, the 'Search' button, and the 'Create New Person' button at the bottom right. The search results area on the right displays 'No Person matches found.'

3. Save the new person.

Click path: Gender > Save

New Person

Person Creation
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

Person Information

*Last Name: Robinson
*First Name: Lyndsey
Middle Name:
Suffix:
*Gender: Female
Birth Date:
Soc Sec Number:
Race/Ethnicity:
Is the individual Hispanic/Latino?
Is the individual from one or more of the these races? (check all that apply)
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
State Race Ethnicity:
Save

Proper KTS Setup for Home District IMS & ED Tools Access

To prevent messing up their IMS & ED Tools Home District access please make sure you do NOT have any of the following in IC.

1. Staff should not have their work email address (ex: kyschools.us) on the Demographics tab in KTS district IC; otherwise this will override their home district IMS & ED Tools access. To check first find the individual in IC.

Click path: Search > All People > Last Name, First Name > Individuals Name

Index Search
All People
Robinson, L Go
Advanced Search
Search Results: 1
Robinson, Lyndsey

2. If an email address is necessary please use a personal email address (ex: gmail) in the Email field. Do NOT use their work email address (ex: kyschools.us) for the Email field. If you wish to add their work email address please use the Secondary Email field.

Click path: Demographics > Email and/or Secondary Email > Save

Robinson, Lyndsey
Gender: F

District Assignments School Choice

Demographics Identities House

Save Delete Person Su

Personal Contact Information

Contact Information	Private
Email:	<input type="checkbox"/>
Secondary Email:	<input type="checkbox"/>

3. If adding a district assignment on the District Assignments tab, either leave the Type field blank or, if a type is required, select 04:Support. This will ensure that a job category is not assigned to the individual in ED Tools in the KTS district.

Click path: District Assignments > Assignment > Type

Demographics Identities Households Relationships Enrollments District Employment **District Assignments**

Save Delete New

Assignments

- Edmonson County High School
 - 10/06/2015

Employment Assignment Information

School	Edmonson County High School	Department	
*Start Date	10/06/2015	Title	
Type		Assignment Code	